

**WAKE COUNTY
FIRE COMMISSION
Thursday, July 20, 2017**

Approved Minutes

*(Audio Replays of the meeting are available upon
request)*

A meeting of the Wake County Fire Commission was held on Thursday, July 20, 2017, 7:00 PM, Wake County Emergency Services Education Center, Rogers Lane, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Billy Myrick called the meeting to order.

The following members were present: Chair Billy Myrick (Citizen Consumer), Vice Chair Lucius Jones (Town of Wendell Appointed), Matt Calabria (Wake County Commissioner), Chief Garland Johnston (West Region Alternate), Chief Matt Poole (South Region Alternate), Lee Price (Firefighters Association President), Assistant Chief David Dillon (North Region Alternate), Chief Keith McGee (West Region), Chief Chris Perry (East Region Alternate), Bob Stagg (Citizen Consumer), Matthew Stark (Citizen Consumer) and Susan Ramsey (Citizen Consumer Alternate).

The following members were absent: Judge Keith Gregory (Citizen/Consumer), John Burns (Wake County Commissioner), Chief Ron Early (North Region), Chief Rodney Privette (East Region), Chief Tony Mauldin (South Region) and Ricky Wright (Citizen Consumer).

The following County officials and staff were present: Fire Services Director Nick Campasano, Deputy Fire Services Director Darrell Alford, Budget and Management Analyst Michael James, Fire Services Training Manager David Zoltoski, Fire Services Logistics Manager Ben Griffin and Sr. Accounting Technician Diana McBride.

Chair Billy Myrick called the meeting to order at 7:03pm and Chief Chris Perry gave the invocation. Chairman Myrick led the group with the pledge of allegiance. Chair Myrick appointed Susan Ramsey, a Citizen Representative to serve as a voting member as two citizen alternates was absent.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

A motion to approve the agenda was made by Assistant Chief David Dillon and seconded by Chief Matt Poole. The motion was approved unanimously by the Fire Commission.

ADOPTION OF MINUTES FOR MARCH 16, 2017, REGULAR MEETING

A motion was made to adopt the March 16, 2017 regular meeting minutes by Chief Keith McGee and seconded by Chief Chris Perry. Chief McGee requested that Chief Garland Johnston be moved from being absent to present, as Chief Johnston came after the attendance was collected. The Fire Commission unanimously approved the minutes for the March 16, 2017 regular meeting.

ADOPTION OF MINUTES FOR MAY 4, 2017 SPECIAL CALLED MEETING

A motion was made to adopt the May 4, 2017 special called meeting minutes by Lucius Jones and seconded by Lee Price. The Fire Commission unanimously approved the minutes for the May 4, 2017 special called meeting.

PUBLIC COMMENTS

Chief Matt Poole gave Wake County Fire Services Training Center high accolades on the professionalism of their academy graduation and the quality training they provide for the County.

REGULAR AGENDA

NORTH REGION SUBCOMMITTEE APPOINTMENTS

Due to the consolidation of the Northern Wake Fire Department, Wake County Fire Services Deputy Director Darrell Alford requested that Chairman Myrick make the following appointments to the North Region Subcommittees; David McNulty as the Primary on the Steering Committee and Ed Barrett as the Primary on the Administrative Committee. Chairman Myrick granted the appointments as requested by Deputy Director Alford.

ADOPTION – FIRE COMMISSION RULES OF PROCEDURE

Wake County Fire Services Director Nick Campasano asked that the Fire Commission adopt the amended changes to the Rules of Procedure, regarding *citizen appointees*. Vice Chair Lucius Jones made a motion to adopt the change. The motion was seconded by Commissioner Calabria and the motion was carried unanimously by the Commission.

FIRE COMMISSION SUBCOMMITTEE CONSOLIDATION

Wake County Fire Services Director Nick Campasano reviewed the proposed consolidation plan (visual and handouts) and asked the Commission for feedback. Currently, there are 9 subcommittees, 10 counting the now Volunteer Recruitment and Retention Subcommittee, they each consists of a representative from each of the 4 regions. Some committees are more active than others and during certain times of the year. The plan is to maximize involvement by consolidating “like” type subcommittees into one committee and also to move meeting dates to bi-monthly meetings. The proposed consolidation has 6 standing committees: Administrative, Capital Improvement, Budget, Communications, Volunteer Recruitment and Retention and training. The Commission discussed the balance with meeting schedules, location and work load

associated with each. Bob Stagg suggested adding a virtual option such as Skype for subcommittee members to attend. Director Campasano will compile all the suggestions and present a plan of action at the September Fire Commission meeting.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Wake County Budget and Management Analyst, Michael James provided the Commission with the FY2017 financial report. Michael highlighted that revenues were \$243K over the FY2017 projection. Michael will provide a presentation of how FY2017 ended at the September Fire Commission meeting in addition to looking at FY2018. The Commission did not have any questions for Michael.

STANDING COMMITTEE UPDATES

Administrative Sub-Committee:

No report.

Apparatus Sub-Committee:

The Apparatus Subcommittee met this week at Garner Fire Station 1. They will begin work on revising current policies and procedures and developing a standardize process for two-for-one apparatus requests. The plan is to bring the revisions and additions to the September Fire Commission meeting. Moving forward, the committee along with County staff is reviewing the amount currently set aside for outfitting small vehicles for striping and lights.

Budget Sub-Committee:

No report.

Communications Sub-Committee

Chief Perry reported that Tri-Tech has been chosen as the CAD vendor. A kickoff meeting will take place August 3 that will review what CAD will provide, what it can do and look at its mobile component. Chief Perry shared that there will be small working groups to solicit ideas; he encouraged everyone to give input on what CAD should be doing. Radio procurement will be coordinated through Fire Services and will be a staggered implementation.

Equipment Sub-committee:

Division Chief Amerson reported that the Equipment subcommittee will meet July 25th and has extended an invitation to other agencies that will be a part of the bidding process. The turnout gear purchase order expires December 2018. At that meeting we will review specifications and have gear available to try on and give feedback.

Facility Sub-Committee

Assistant Chief David Dillon reported that nearly all of the approved planned renovations are complete with the exception of Hopkins Fire Department. Hopkins is finishing up their interior renovation and should be completed soon.

The Facility Subcommittee will meet with the Budget committee soon in Apex.

Staffing and Compensation Sub-Committee:

No report.

Steering Sub-Committee:

No report.

Training Sub-Committee:

No report.

CHAIR REPORT

No report.

FIRE SERVICES DIRECTOR REPORT

Director Campasano explained that the Fire Protection Agreement monthly appropriations

payment schedule will be adjusted to reflect the contract language on page two. Payments will be moved back by a week each quarter to match the contract language.

The Image Trend CAD integration project is in the final review process for a contract. Director Campasano encouraged Chiefs to create an account and review the demo for the program. The demo can be found on the State's Fire Marshall's website under the OSFM24 web link, our interest is the Incident Reporting module only, although fire departments are encouraged to utilize other modules if desired.

Facility assessments began the 1st week in July. There are a total of 19 stations being looked at. Some data should be available late August or September. The assessments are done in phases, so a station will not receive a full report until all stations have been surveyed.

Northern Wake Fire Department will celebrate being a new department and a dedication reception to Rescue 35 on Sunday, July 23rd.

The Morrisville Fire Department will hold a change of command ceremony on Saturday, July 22nd to Chief Foy Jenkins.

TRAINING DIRECTOR REPORT

Wake County Fire Services Training Manager David Zoltoski reported that the training center completed 403 drills, up 21% from the previous year, a 2% increase in enrollment (roughly 100 more) and hours (2,379) increased for FY17. He also shared that every fire department participated in sending a student to the training center.

The training center will have Essential Schools on October 2nd, HazMat training on September 9th and ICS 100 and 200 will take place in August.

Graduation for Academy 9 took place last night with 14 graduates. Ten of those graduates have already been hired and it looks promising that the other four will be hired soon. The graduation received positive feedback.

The schedule for Academy 10 is tentatively set for January 3, 2018 through July 31, 2018. The application process begins in August.

OPERATIONS DIRECTOR REPORT

Deputy Director Alford reported that three departments had their ISO inspections, (Fuquay, Fairview and Swift Creek), two of departments received their results and both improved significantly. Swift Creek should receive their rating soon. Commissioner Calabria expressed the importance of the ISO grades and how it plays a role in the budget process for additional funding.

Deputy Director Alford shared that FY18 purchase orders have been completed for the 10% replacement of PPE, which includes helmets and boots, and the 5% rips and tears. The purchase order for 5 thermal image cameras has been issued. We are still waiting on AEDs from Physio Control. Once that is completed we will process the purchase order for the phase 1/5 purchase of AEDs for this year. He reminded the Commission of the phased funding approach for the purchase of AED's for all apparatus.

Wake County Fire Services staff will meet with Wendell and Eastern Wake Fire Departments next week to finalize engine purchases. Fuquay will be receiving a twin tanker to the one that was purchased last year. Vehicle Purchasing Agreements have been signed for Swift Creek, Garner and Fairview Fire Departments administrative vehicles and should be here during the first quarter.

People Movers for Northern Wake Fire Department will be here in August. This will allow us to complete the reserve process, as part of the fleet reduction plan.

Radio replacement will begin in the next few weeks. Ben Griffin will be the contact. Radios will be ordered for two departments at a time in an effort to not overload the vendor.

The new agreement with SiteMed has been signed, departments can begin medical exams.

The RFP for the vehicle exhaust removal system for Wendell, Eastern Wake and Western Wake should be out tomorrow or Monday.

LOGISTICS MANAGER REPORT

No report.

OTHER BUSINESS

None

ADJOURNMENT

Being no further business, Chair Billy Myrick made a motion to adjourn, the motion was seconded and the meeting was adjourned.